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Class Specifications
for the Class:

DEPARTMENTAL IDENTIFICATION OFFICER
(Departmental ID Officer)

Class Distinguishers:

Complexity: This class reflects a sole position with primary responsibility for the proper identification of inmates and staff of the Department of Public Safety through the preparation and maintenance of complete identification records. This responsibility includes taking, classifying, comparing, and verifying fingerprints; taking and developing photographs; documenting permanent identifying marks and scars on inmates' bodies into departmental identification records; and maintaining centralized files for all departmental identification records. This class is also responsible for developing and maintaining policies and procedures for the department's identification program and making recommendations for improvements in operations, equipment, and methods used to properly identify inmates and staff.

In addition, the position in this class instructs and supervises an inmate work line and accompanying Adult Corrections Officers (ACOs) who assist in fingerprinting, photographing and record keeping activities, and provides departmental identification information to law enforcement agencies, as requested.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: The Henry System of fingerprint classification, comparison and filing, and familiarity with Federal Bureau of Investigation (FBI) extensions; ten-print and latent print examination methods and practices; proper methods for taking rolled and plain prints; functional interactions between criminal justice and law enforcement agencies, and the flow of criminal identification source documents and data; the Bertillion portrait parle or other comparable system of physical description; methods of taking and developing photographs; criminal history record keeping practices; office practices and procedures; English grammar and spelling, and arithmetic; and departmental policies and procedures.

Ability to: Independently classify, search for, compare and file fingerprints using the Henry System of fingerprint

classification, with FBI extensions; solicit and use information from various identification sources (e.g., Hawaii Criminal Justice Data Center); compare fingerprints to determine whether the prints are of the same person; instruct an inmate work line and department staff in taking, classifying, filing and comparing fingerprints; and taking and developing photographs of inmates and staff for identification purposes; review the fingerprint classification and comparison work of others; communicate effectively orally and in writing; follow written and oral instructions; recommend and draft written policies and procedures; prepare operating budget requests for the department's identification program; develop and maintain effective working relationships with others; prepare clear and concise reports; explain rules and regulations to others; and keep accurate records.

Examples of Duties: *(The sole position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Participate in, direct, and instruct an inmate work line and assigned staff (e.g., Adult Corrections Officers) in identification and record keeping activities which include: the proper inking and taking of rolled and plain fingerprints; classifying and filing fingerprints of inmates and staff using the Henry System of fingerprint classification, with FBI extensions; photographing and developing identification pictures; observing and recording significant identifying marks on inmates' bodies such as scars, birth marks, tattoos, etc.; taking and recording height and weight measurements of inmates and staff; interviewing incoming inmates to secure and prepare personal data records; filing and retrieving identification records; and preparing identification bands for inmates and identification badges for staff.
2. Compare and verify fingerprints and identification records with Hawaii Criminal Justice Data Center criminal identification records and Automated Fingerprint Identification System (AFIS) records.
3. Establish and maintain a secured, centralized storage area for all departmental identification records in accordance with department policies and procedures.
4. Evaluate the department's identification program for inmates and staff, determine need for and recommend improvements to operations, equipment, and identification policies, methods and procedures.

5. Develop and maintain operating policies and procedures for the department's identification program.
6. Keep institutional statistical registers and prepares statistical reports on inmates.
7. Assist the supervisor in preparing the budget for the department's identification program by providing information on equipment, supplies, and operational requirements.
8. Maintain inventory of office supplies and equipment.
9. Assist law enforcement agencies, as requested, by providing them with departmental identification records of inmates or staff under investigation.
10. Lift and examine latent fingerprints, as necessary, and work with the police department, as need arises, when crimes have been committed in the correctional facilities.
11. Testify in court as to the identification of inmates, as necessary.
12. Give orientation talks to work line inmates regarding prison routines, rules and regulations.

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This is the first specification for the new class
DEPARTMENTAL IDENTIFICATION OFFICER (DEPARTMENTAL ID OFFICER).

Effective Date: 11/01/90

DATE APPROVED: 8/8/02

/s/ Dawn M. Young
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